TABLE OF CONTENTS

CHAPTER I (GENERAL)

		Page #
PR-100	Purpose and Administration	1
PR-101	Definitions	3
PR-102	General Provision	11
PR-103	Applicability	11
PR-104A	Nondiscrimination	11
PR-104B	Sexual Harassment	12
PR-104C	EEOC/ADA/Affirmative Action/Federal Regulations	14
PR-105	Personnel Records	14
CHAPTER II	(EMPLOYMENT)	
PR-201	Recruitment	1
PR-202	Promotional Recruitment	1
PR-203	Evaluation Procedures	2
PR-204	Registers	3
PR-205	Certification & Selection	6
PR-206	Appointment	7
PR-207	Employment of Relative	8
PR-208	Interview Expenses	9
PR-209	Relocation	10
PR-210	Fitness for Duty	12
PR-211	Retention Adjustment	12
PR-213	Probation	12
Form	Relocation Form	13
CHAPTER III	(CLASSIFICATION & COMPENSATION)	
PR-301	Classification	1
PR-302	Compensation Plans (Salary Plan)	2
	(Includes Appointments)	-
PR-303	Salary Administration	10
PR-304	Pay for Performance Pay System	10
PR-305	Overtime Pay & Compensatory Leave	12
PR-306	Standby Duty Pay	14
PR-307	On-call Duty	15
Addendum	Yuma County Attorney Pay Plan	17
CHAPTER IV	(BENEFITS)	
PR-401	Benefit Administration	1
PR-402	Holidays	1
PR-403	Annual (Vacation) Leave	3
PR-404	Sick Leave	5
PR-405	Industrial Disability	7
PR-406	Civil Duty Leave	9
PR-407	Military Leave	9
PR-408	Educational Leave	10
PR-409	Administrative Leave	10
PR-410	Bereavement Leave	11

8/28/2008

CHAPTER IV	(BENEFITS) con't	
PR-411 PR 412 PR-413 PR-414 PR-417 PR-418 PR-419 PR-420 PR-421 Form Form	Family & Medical Leave Act of 1993 (FMLA) Medical Leave Without Pay Leave of Absence Without Pay Insurance Programs Extended Illness Leave Vacation Buy Back Tuition Reimbursement Flexible or Cafeteria Employee Benefit Plan Educational Involvement Leave Tuition Reimbursement Application Vacation Buy Back Application	Page # 11 20 20 23 24 28 29 32 34 33 34
CHAPTER V	(CONDITIONS OF EMPLOYMENT)	
PR-501 PR-502 PR-503 PR-504	Standards of Conduct Hours of Work Performance Planning & Evaluation System Drug And Alcohol – Free Workplace	1 2 3 3
CHAPTER VI	(CHANGES IN ASSIGNMENT)	
PR-601 PR-602 PR-603 PR-604 PR-605	Promotion Transfer Detail to Special Duty Mobility Assignment Voluntary Grade Decrease	1 1 2 2 3
CHAPTER VII		
CHAPTER VIII	(RESERVED) (GRIEVANCE/DISCIPLINARY ACTIONS)	
PR-801.A PR-801.B PR-802.A	Grievance System Grievance Procedure Disciplinary Actions & Procedures Suspension Demotion Dismissal	1 2 6 6 7 8
PR-802.B CHAPTER IX	Hearing Procedures for Disciplinary Actions ARS 38-446 Disciplinary Decisions (SEPARATIONS)	8 11
PR-901 PR-902	Resignation Reduction in Force	1 1